Discretionary Grants Management

Online Training and Resources

For Grantees
This course is divided into eight topics, including this introduction. In the Getting Started topic, you'll learn what's in the Grant Award Notification, what regulations govern your award, and what a post-award conference is. You'll learn about the G5 system. That's where you get your grant money, and that is one way the Department of Education, or ED, monitors your expenditures. Next, you'll look at some requirements for budget management.
Grants Management Training and Resources

- Begin Training
- Access Resources
- Learn About This Site

Partnerships between grantees and the Department of Education.

http://vpp.ed.gov/training/
Recordkeeping

In order to achieve sound fiscal management of Department of Education grant funds, a grantee should have in place a viable recordkeeping system that includes:

- A copy of the most recently approved budget for the project;
- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:
  - Fiscal Guidance
    - Policies/Procedures
    - Training
    - Communications
  - Supplies
  - Travel
Recordkeeping (continued)

- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:
  - Copies of all performance reports submitted to the Department of Education
  - Copies of surveys or needs assessments
  - Forms used to monitor project activities
  - Inventory of all equipment purchased or leased
  - Post-award Institutional Review Board (IRB) certifications, if applicable
Recordkeeping (continued)

- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:
  - Project evaluation plan, including timelines and measurement instruments
  - Project timelines indicating completed activities and projected completion dates
  - Recent audit reports by the Department of Education or state agencies, if applicable
  - Site visit reports
  - Time and effort records
Websites

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Discretionary Grants Course: